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4 AIDS OFFICE

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HIV Prevention Planning Council
Co-Chair Agenda
February 17, 2000
3:00 - 6:00 p.m.

HIV Prevention Section
25 Van Ness Avenue
San Francisco, CA

DOCUMENTS DEPT.

FEB 14 2000

SAN FRANCISCO
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1. Welcome and Review Agenda/Public Comment (3:00 to 3:10)
2. Complete Scope of Work for 2000 (3:10 to 4:20)

5/5

HIV Prevention Plan Discuss plan to establish 2001 work

(3:40 to 4:20)

lies Group

minutes) Monika Hudson/Facilitators

(4:20 to 4:30)

eting

(4:30 to 4:50)

unning/Purpose of the HPPC

(4:50 to 5:30)

ittee Agenda for February 24

(5:30 to 5:50)

ters of support March and April Council agendas

6. Standing Rules (5:50 to 6:00)
7. Closing (6:00)



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 100 Larkin Street, 5th Floor
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REFERENCE BOOK

to be taken from the Library

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HIV Prevention Planning Council
Co-Chair Agenda
February 17, 2000
3:00 - 6:00 p.m.

HIV Prevention Section
25 Van Ness Avenue
San Francisco, CA

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FEB 14 2000

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1. Welcome and Review Agenda/Public Comment (3:00 to 3:10)
 2. Complete Scope of Work for 2000 (3:10 to 4:20)
 - a. HPPC Scope: (3:10 to 3:40)
Review document
Discuss plan to revise HIV Prevention Plan Discuss plan to establish 2001 work
 - b. Consultants? Scope (3:40 to 4:20)
Community Health Studies Group
Harder + Co.
Polaris (level of detail in minutes) Monika Hudson/Facilitators
 - c. HIV Prevention Staff (4:20 to 4:30)
 3. Debrief February 10 Meeting (4:30 to 4:50)
Public Comment
Security
Guide to community planning/Purpose of the HPPC
 4. March 9 HPPC Agenda (4:50 to 5:30)
 5. Review Steering Committee Agenda for February 24 (5:30 to 5:50)
- Requests from providers for letters of support March and April Council agendas
Restructuring follow up
6. Standing Rules (5:50 to 6:00)
 7. Closing (6:00)

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HIV Prevention Planning Council (HPPC)

Co-Chair Agenda

March 16, 2000

3:00 - 6:00 PM

HIV Prevention Section

25 Van Ness Avenue

San Francisco, CA

Agenda

1. Welcome to Steven/Review Agenda/Public Comment (3:00 to 3:15)
2. Review Scope of Work for 2000 (3:15 to 4:00)
Review and Confirm Consultants?/Staff Scope
Community Health Studies Group
Harder + Co.
Polaris (level of detail in minutes) Monika Hudson/Facilitators
HIV Prevention Staff
Review Plan Revision (Strategic Eval-BRA, etc.)
3. Debrief March 9 Meeting (4:00 to 4:15)
4. April 20 HPPC Agenda (4:15 to 4:45)
5. Steering Committee Agenda for March 23 (4:45 to 5:15)
6. Standing Rules/Bylaws Revisions (5:15 to 5:55)
7. Closing (5:55 to 6:00)
Plans for 2001
Plans for CPLS

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MAR 13 2000

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7/00

**HIV Prevention Planning Council (HPPC)
Co-Chair Agenda
April 27, 2000
1:30 - 2:30 PM**

**HIV Prevention Section
25 Van Ness Avenue
San Francisco, CA**

Agenda

1. Welcome to Maria Rinaldi, new Community Co-Chair
2. Develop May 11 Agenda - Vote
3. Review Steering Committee Agenda for April 27-Vote
4. Review Proposal to Revise Standing Rules
5. Report on Membership Recruitment/Selection Process
6. Discussion re: Coordinating Group and Steering Committee Roles
7. Co-Chair Manual/Orientation
8. Plans for 2001 Work of HPPC

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APR 21 2000

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**HIV Prevention Planning Council
Co-Chairs Meeting**

**25 Van Ness Avenue, Suite 330B
Thursday, June 15, 2000
3:00-5:00 PM**

Agenda


1. Debrief 6/8 Council meeting/Review process evaluation report
 - a. Co-chair arrival & preparation for meetings.
 - b. Committee reports
 - Starting presentations with a motion (need to discuss with technical support).
 - Brainstorm a statement to the HPPC regarding support of the work of the committees to clarify role of the council regarding committees report and votes.
 - c. Issue of packed agenda's
2. Committee Assignments for New Members
3. Process Evaluation Presentation July 13
4. Attendance policy
5. Report on UCHAPS
6. Co-Chair Orientation
7. Toni's gifts
8. Cooperative Agreement Process
9. Public Official Status

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**HIV Prevention Planning Council
Co-Chairs Meeting**

**25 Van Ness Avenue, Suite 330B
Thursday, July 20, 2000
3:00-5:00 PM**

Agenda

1. Public Comment
2. Debrief July 13 Meeting
 - discuss public comment period
 - parking lot additions (committee, resource inventory)
 - CPG Survey
3. Steering Committee Agenda 7/27
 - briefly discuss August agenda/harm reduction resolution
4. HPPC Scope of Work 2001
5. Develop Attendance Policy
6. Review Attendance of Members
7. Process Issues
 - a. New Member Committee Assignments
 - b. Forum on Outcomes from Durban
 - c. UCHAPS August Meeting in SF
 - d. Minutes Review Schedule
 - e. Recognizing members to speak/facilitator's prerogative
 - f. Statement regarding access to consultants
 - g. Cultural competency (training/restructuring issue)
8. Closing

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**HIV Prevention Planning Council
Co-Chairs Meeting**

**25 Van Ness Avenue, Suite 330B
Thursday, July 20, 2000
3:00-5:00 PM**

Agenda

This meeting has been cancelled.

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**HIV Prevention Planning Council
Co-Chairs Meeting**

**25 Van Ness Avenue, Suite 330B
Thursday, August 17, 2000
3:00 - 5:00 PM**

Agenda

1. Public Comment
2. Debrief August 10 Meeting
3. Steering Committee Agenda 8/24
-Discuss September 14 Council Agenda
4. HPPC Scope of Work 2001
-Discuss document presented at last meeting
-Plan for Strategies and Interventions
5. Develop Attendance Policy
6. Review Attendance of Members
7. Process Issues from last meeting:
 - a. Recognizing members to speak/facilitator's prerogative
 - b. Statement regarding access to consultants
 - c. Cultural competency (training/restructuring issue)
 - d. Feedback on co-chair job descriptions
 - e. Discussion of who will be affected by new bylaws/policies & procedures
8. Closing

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AUG 14 2000

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**HIV Prevention Planning Council
Co-Chairs Meeting**

**25 Van Ness Avenue, Suite 330B
Thursday, December 21, 2000
3:00 – 5:00 PM**

Agenda

1. Public Comment
2. Debrief December 14 Meeting
 - Process Evaluation Report
 - Other
3. Steering Committee Agenda 12/28
4. Co-Chair Manual
5. Plan Revision Timeline and Content
6. Committee Assignments/Population Groups
7. Review Attendance of Members
8. Announcements:

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HIV PREVENTION PLANNING COUNCIL (HPPC)**HPPC Co-Chairs****January 18, 2001****3:00-5:00 PM****25 Van Ness Avenue, Room #/Name
San Francisco****AGENDA**

1. Welcome and Announcements
2. Public Comment
3. Debrief January 11 Council Meeting/Review Process Evaluation Memo
4. Committee Updates/Review Needs Assessment Proposal
5. Population Working Groups Update
6. Council Procedure Issues
 - Guidelines for defining what constitutes a personal attack
 - Policy on photographing
 - Material distribution by members of the public
 - Policies and Procedures Manual-follow up
 - Present Co-Chairs Manual
7. The Dupont Funds
8. The Consensus Meeting and Process
9. Discussion of CDC's New Oral Sex Fact Sheet
10. Plans for the Community Planning Leadership Summit
11. Evaluation Discussion: How Co-Chairs would like to be evaluated
12. Schedule of Co-Chair Meetings/Representatives attending

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JAN 18 2001

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Co-Chairs Meeting
February 15, 2001
3:00-5:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

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AGENDA

FEB 15 2001

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1. Welcome and Announcements
2. Public Comment
3. Debrief February 8 Council Meeting/Review Process Evaluation Memo
4. Committee and Population Working Groups Updates
5. Evaluation Discussion: How Co-Chairs would like to be evaluated - Vote
6. Schedule of Co-Chair Meetings/Representatives attending
7. Update on the Dupont Funds
8. Spokesperson for DPH/HPPC - Ed Gallagher - Vote
9. Review Draft for March 8, 2001 Agenda
10. Review Steering Committee Agenda for February 22, 2001
11. Closure and Evaluation

The Co-Chairs Meeting for March 15, 2001 has been cancelled.
The next meeting will be April 19, 2001, 3:00-5:00 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)**Co-Chairs Meeting****April 19, 2001****3:00-5:00 PM****25 Van Ness Avenue, 5th Floor Conference Room
San Francisco****AGENDA**

1. Welcome and Announcements
2. Public Comment
3. Debrief April 12 Council Meeting/Review Process Evaluation Memo
4. Brief Committee and Population Working Groups Updates (Diversity Training, Resource Allocation Guidelines, Emerging Populations, Membership Recruitment, Report on Plan Development, Future of PRC)
5. Review Member Attendance
6. Process Evaluation Report: How other CPGs meet
7. Review Steering Committee Agenda for April 26, 2001
8. Supplemental Funds
9. Report back on Goals and Objectives from March meeting
10. Begin Planning for Scope of Work for 2002
11. Review Draft for May 3, 2001 Agenda

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APR 11 2001

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HIV PREVENTION PLANNING COUNCIL (HPPC)**Co-Chairs Meeting****May 17, 2001****3:00-5:00 PM****25 Van Ness Avenue, 5th Floor Conference Room
San Francisco**

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This meeting has been cancelled.

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For more information, please call Betty Chan Lew at 554-9492.

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MAY 15 2001

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HIV PREVENTION PLANNING COUNCIL (HPPC)**Co-Chairs Meeting****June 21, 2001****3:00-5:00 PM****25 Van Ness Avenue, 5th Floor Conference Room****San Francisco****AGENDA**

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JUN 18 2001

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1. Welcome and Announcements
2. Public Comment
3. Welcome and Orientation for Janetta
4. Debrief May and June Council Meetings/Review Process Evaluation Memos
5. Brief Committee and Population Working Groups Reports (Plan Distribution, Membership Recruitment, July HPPC Agenda, other)
6. Review Member Attendance
7. Schedule Mid-Year Review and Planning for the Rest of the Year
8. Develop July 12 Council Agenda
9. Review Steering Committee Agenda for June 28, 2001
10. Closure and Evaluation

The next meeting will be July 19, 2001, 3:00-5:00 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Co-Chairs Meeting
Thursday, October 18, 2001
3:00 – 5:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome and Announcements
2. Public Comment
3. Debrief October 11 Council Meeting/Review Process Evaluation Results
4. Review November 8 Agenda
5. Develop October Steering Committee Agenda
6. Review Member Attendance
7. Committee Reports (New Members, Ultra-Lite Plan, SPAT)
8. Finalize Plans for 2002/consultants/training for Council
9. Closure and Evaluation

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OCT 16 2001

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The next meeting will be November 15, 2001, 3:00-5:00 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Co-Chairs Meeting
Thursday, November 15, 2001
2:30 – 4:00 PM
25 Van Ness Avenue, 5th Floor Conference Room
San Francisco

AGENDA

- | | |
|---|--------------|
| 1. Welcome and Announcements | 2:30-2:35 pm |
| 2. Public Comment | 2:35-2:45 pm |
| 3. Debrief November 8 Council Meeting/
Review Process Evaluation Results | 2:45-2:55 pm |
| 4. Review December 13 Agenda | 2:55-3:05 pm |
| 5. Review November Steering Committee Agenda | 3:05-3:10 pm |
| 6. Review Member Attendance | 3:10-3:15 pm |
| 7. Finalize Plans for 2002/consultants/training for Council | 3:15-3:40 pm |
| 8. Report on November UCHAPS meeting | 3:40-3:50 pm |
| 9. Closure and Evaluation | 3:50-4:00 pm |

The next meeting will be December 20, 2001, 3:00-5:00 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)**Co-Chairs Meeting****Thursday, December 20, 2001****4:00-5:30 PM****25 Van Ness Avenue, Suite 330B
San Francisco****AGENDA**

1. Welcome and Announcements/Special Welcome to Edd Lee 4:00-4:05 pm
2. Public Comment 4:05-4:15 pm
3. Debrief December 13 Council Meeting/
Review Process Evaluation Results 4:15-4:25 pm
4. Plan January 10 Agenda 4:25-4:35 pm
5. Determine Steering Committee Schedule/Agenda 4:35-4:40 pm
6. Discuss Plans for 2002 committees/process evaluation/
training for Council 4:40-4:55 pm
7. Clarify Issue of 6 Month Cooperative Agreement Funding 4:55-5:05 pm
8. Review Member Attendance 5:05-5:10 pm
9. Orientation for Edd-Plan Meetings 5:10-5:15 pm
10. Closure and Evaluation 5:15-5:30 pm

The next meeting will be January 17, 2002, 3:00-5:00 PM.

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**HIV PREVENTION PLANNING COUNCIL (HPPC)
Co-Chairs Meeting**

**Thursday, January 17, 2002
3:00-5:00 PM
25 Van Ness Avenue, Suite 710
San Francisco**

AGENDA

- | | |
|---|--------------|
| 1. Welcome and Announcements | 3:00-3:05 PM |
| 2. Public Comment | 3:05-3:15 PM |
| 3. Debrief January Council Meeting/Review Process Evaluation Memo | 3:15-3:45 PM |
| 4. Finalize Process Evaluation Plan for 2002 | 3:45-4:00 PM |
| 5. Committee Assignments | 4:00-4:15 PM |
| 6. Plan for Meeting with Scott Evertz, Presidential AIDS Advisor | 4:15-4:45 PM |
| 7. Closure and Evaluation | 4:45-5:00 PM |

The next meeting will be February 21, 2002, 3:00-5:00 PM.

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